



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address State Department of Defense Georgia Army National Guard Office of the Chief of Staff 935 E. Confederate Ave., SE Atlanta, Georgia 30316	Application Number <b>77-53</b>	
Application Number		Date Received JAN 19 1977	Date Completed JAN 26 1977
2. Person to Contact Anne E. Fowler		Working Title Secretary	Telephone Number 656-6296
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1970		5. Records Series Title (followed by title used in office; if different) Unit Inspection Report File	
Latest to date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The State Department of Defense is responsible for protecting citizens during natural disasters and for participating in the security, readiness, and defense of the State, and Nation in emergencies.  The Office of the Chief of Staff coordinates and reviews the administrative, personnel, training, logistical, maintenance, and public relations activities of the Georgia Army National Guard. It is responsible for formulating policies and for developing plans and procedures involving all of the above functional areas. Also it is the liaison with representatives of United States Army Headquarters and the National Guard Bureau.			
7. Record Series Description  Documents relating to:  Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  reporting the results of inspections of each Army National Guard unit in the State.  United States Army inspection reports, Command Inspection reports (conducted by the Chief of Staff's Office), the unit's response and corrective action taken, and related correspondence.	
File is arranged:		chronologically; thereunder by unit.	
8. Monthly Reference Rate One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. File is considered "For Official Use Only".
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Report if filed in the unit and at major U.S. Army Command.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 1 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention. \*
- ☐ Other (Specify)

\*These records are maintained as closed records when held in the office; therefore the Archives should refer all research requests to The Adjutant General. The Adjutant General will provide researchers with written permission for access to this record series.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>William J. Lemggy</i>		<i>Anne E. Fowler</i>	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	1-25-77
		Secretary of State/Designee	1-24-77
		Attorney General/Designee	1-26-77